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MINUTES OF CAREER SERVICE COMMITTEE MEETING

24 September - 4:00 P. M.

1st Meeting

PRESENT: F. Trubee Davison - AD/Personnel Chairman
Matthew Baird - Director of Training

[REDACTED] DAD/NE
- C/OPS/OSO

1. [REDACTED] was appointed Recorder pro tem.

2. General agreement on appointment of [REDACTED]
[REDACTED] as Executive Secretary for the Committee.

3. Agreed that the following is the function of the Committee:

To submit a plan to the DCI implementing the subject proposal, in accordance with memorandum of 13 September 1951 to the DCI from the D/TR. Pursuant to the directive referred to in the memorandum, the Committee will determine policies and issue directives relevant to the implementation of the subject proposal.

4. Agreed that the following would be the duties of the Executive Secretary:

To act as Executive Officer of the Committee and to perform such other duties as may be assigned to him by the Chairman or the Committee.

5. Agreed that the following be done:

a. Advise the Assistant Directors and Office Heads of the appointment of [REDACTED] as Executive Secretary of this Committee.

b. Request that the Assistant Directors and heads of such offices give their fullest cooperation to Mr. [REDACTED] in the performance of his duties as assigned him by the Committee. It is hoped that the Assistant Directors and heads of offices will do this in person, but if this responsibility is delegated to anyone else that the individual so selected have the confidence of his Chief and be able to speak authoritatively for him.

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By:	[REDACTED]

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6. The Executive Secretary was asked to summarize the Assistant Director's comments on Career program and to circulate to Committee members.

7. Agreed next meeting will be held in Room 115, North Building at 4:00 P.M., Monday, 1 October 1951.

8. Executive Secretary was asked to prepare an agenda for the next meeting and circulate it to each Committee member on Friday, 28 September 1951.

9. Adjourned at 4:45 P.M.



Recorder
Pro tem

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